

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

June 9 - City Council Meeting Agendas

Looking Ahead

Most regulatory boards will be meeting virtually including City Council.

Monday, June 2: Planning Commission Work Session

Thursday, June 4: Board of Architectural Review, Old Town Advancement Commission meetings

Stay Informed!

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- Latest News
- Get Alerts
- Mobile App
- OpenGov
- Citibot
- **WATCH!** publiCITY news show
- **LISTEN!** Rouss Review podcast
NEW - Building Safety Month



The outdoor pool in Jim Barnett Park will reopen on June 1 for lap swim and swim team practices only. Visit www.winchesterva.gov/parks/aquatics for the schedule.

City Manager's Activities

The Winchester Parking Authority will resume parking meter enforcement on June 1.

Public Works will resume large item collection services (suspended due to COVID-19).

Winchester Parks & Recreation will open their all-day summer camp on June 8. Registration accepted first-come, first-served and by phone only on designated dates and times (June 1-3, 10 am-1 pm).

The May 27 Virtual Town Hall regarding the proposed S. Pleasant Valley Road improvements was canceled due to technical difficulties.

Public Safety

Winchester Police

- Worked with GIS on NextGen 911 project.
- Fulfilled 3 birthday wishes with the final celebration this week.
- Completed investigative work for the upcoming DEFROST podcast episode to be posted June 11.
- Continued processing applications and testing police applicants.
- Crime stats:
 - Crimes against persons (felony) - 0
 - Crimes against persons (misdemeanor) - 10
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 0
 - Property crimes - 11

Winchester Fire and Rescue

- Conducted written entrance testing with 13 candidates.
- Conducted shift meetings with Chief Garrett and the new Interim Chief. Completed logistical preparations for transition.
- Completed daily COVID-19 reporting for Winchester Medical Center and Health Department.
- Continued annual fire inspections at Shenandoah University.
- Investigated elevator emergency call issue to prevent nuisance alarms.
- Conducted fire alarm test for Frederick Douglas Elementary School for replacement of original alarm system.
- Began developing a draft Fire Station Facility Checklist in cooperation to improve overall fire station health, safety, and maintenance.

Police Activity	#
Calls for Service	521
Directed Patrols	23
Directed Patrols (OTW)	8
Extra Patrols	91
Extra Patrols (OTW)	2
Alarms/False Alarms	21/21
Crash Reports	7
Traffic Citations	1
Traffic Warnings	9
DUI/DWI	1
FOIAs Answered	5
Special Events Permits Received/ Approved	0/0 44 YTD

Fire Activity	#
Fire	1
Overpressure	1
EMS/Rescue	86
Hazardous Cond.	4
Service Call	3
Mutual Aid Given	2
Good Intent	0
False Alarms	6
Special Incident	0
Plan Review	0
Reinspections	0
Inspections	4

Emergency Management

- Participated in the weekly Region 2 VDEM Emergency Management Coordinators conference call.
- Worked with HVAC contractor for bi-annual maintenance service at the Jefferson Street radio tower site.
- Successful Federal Aviation Administration Remote Pilot 107 test completed by the radio system manager.
- Attended conference call with the Winchester Medical Center on COVID-19 planning initiatives.
- Completed mobile and portable radio programming for new utilities vehicle and upcoming elections in June.

Development Services

Zoning and Inspections

- Completed:
 - 25 building permit inspections and issued 42 building permits (\$3,914,377 valuation)
 - 47 code enforcement inspections and initiated 24 new cases
 - 0 new business reviews (0 Zoning User Permits general business, 0 Zoning User Permits home business)
- Removed 0 signs from the public right-of-way (YTD=89)
- Building Official appeared on the City's Rouss Review podcast as special guest to discuss Building Safety Month.

Address	Description	Value
509 FAIRMONT AVE	FOUNDATION REPAIRS	\$10,512
2829 BALDWIN ST	FRAME FAMILY ROOM IN BASEMENT	\$4,500
159 N LOUDOUN ST	REPAIR SUPPRESSION SYSTEM	\$2,245
106 RUSSELCROFT RD	ADD DECK TO PORCH	\$6,000
1009 S KENT ST	REPLACE A/C & FURNACE	\$6,000
416 MILLER ST	ADD BATHROOM TO BASEMENT	\$3,000
9 19 N LOUDOUN ST	OFFICE TO RETAIL	\$0
600 N LOUDOUN ST	REMODEL	\$2,800
419 W CECIL ST	REMODEL	\$5,500
801 FAIRMONT AVE	INSTALL HEATERS	\$0
1220 1224 VALLEY AVE	REPLACING SHINGLE ROOF	\$4,000
431 N BRADDOCK ST	REPLACE GAS RANGE	\$269
710 SELDON DR	SOLAR PANELS	\$600

Address	Description	Value
427 N LOUDOUN ST	INTELLIJACKS & DRAIN TILE	\$10,000
152 LINDEN DR	EXTERIOR SIGN LIGHTING	\$2,644
361 PARKWAY ST	REMODEL	\$2,000
11 MEADOW BRANCH AVE	BLDG MOUNTED SIGN	\$3,000
1405 HANDLEY AVE	NEW SOLAR ARRAY	\$24,209
419 W CECIL ST	NEW HEAT PUMPS, A/C, FURNACE	\$4,500
410 MILLWOOD AVE	CONVERTING GAS BOILER TO GAS F	\$7,800
2653 WINDWOOD DR	REPLACE A/C & FURNACE	\$9,600
401 VAN FOSSEN ST	SINGLE CAR GARAGE	\$20,000
627 N PLEASANT VALLEY RD	REPLACE WATER HEATER	\$2,800
505 EAGLE DR	REPLACE RISER WIRE	\$1,500
15 E PICCADILLY ST	REMODEL 19-3266 APT 201-203 & 301-303	\$33,000
2519 GOLDENFIELD LN	REMODEL BASEMENT	\$57,000
12 16 S BRADDOCK ST	REMODEL HALLWAY 19-3201	\$1,500
15 E PICCADILLY ST	TEMP TO PERM SVC	\$2,500
1460 UNIVERSITY DR	POLE LITES AT 1301 L.P. HILL D	\$18,000
436 W LEICESTER ST	NEW MINI SPLITS	\$8,600
1840 AMHERST ST	POLE LITES & SIGNS	\$43,110
186 N LOUDOUN ST	HOUSE PANEL	\$12,000
111 JACKSON AVE	PANEL REPLACEMENT	\$7,000
		\$316,439

Economic and Workforce Development

- Worked on presentation highlighting economic conditions in Winchester for Rating Agency.
- Attended soft opening for Schenck Foods Grocery on Loudoun Street.
- Participated in COVID-19 Regional Economic Response Team Zoom meeting to discuss collaboration on response/recovery efforts.
- Continued working with development partners on Kent/Piccadilly and Towers site redevelopment efforts.
- Participated in internet access work group to discuss barriers to access and affordability for residents.

Planning

- Staffed the May 26 Council work session via WebEx. Presented the five public hearing items that the Planning Commission had recommended approval on which were:
 - Planned Unit Development (PUD) rezoning for a 2-lot PUD on Breckinridge Lane
 - Short-term rental on N. Washington St
 - Conditional Use Permit (CUP) for a ground-floor residential conversion on E. Piccadilly Street
 - CUP for a Hookah Establishment
 - Major Subdivision for conversion of a 16-unit apartment bldg. to townhouses.
- Staffed the May 26 Council regular meeting where the Meadow Branch Ave Apartments, Phase 2 PUD rezoning request was adopted. The applicant is now pursuing site plan development.
- Prepared and electronically distributed the agenda packet for the June 2 Planning Commission work session and the June 16 regular meeting.
- Continued to conduct online plan review and approval.
- Together with Frederick County staff, participated in a Zoom-based strategic planning session with a local not-for-profit organization.

Winchester/Frederick County Tourism

- Appeared on Tourism Tuesday (95.3 FM); special guest was Jim Kopp, owner of the Family Drive-In Theatre. The recording can be found here: <https://theriver953.com/podcast/tourism-tuesday-family-drive-in-theatre/>.
- Met with Winchester Regional Airport to discuss potential 360 video ideas to showcase different aspects of the airport and events.
- Took part in the weekly Breakfast Chat with Rita McClenny on Thursday and discussed experiences throughout the state over the holiday weekend, and how various tourism organizations are assisting their communities in reopening.
- Participated in weekly Northern Shenandoah Valley COVID-19 Economic Response Team meeting; discussed upcoming second town hall and an Open and Safe initiative to assist local businesses.
- Planned all week with our Visitor Center to prep for reopening early next week in line with the guidelines set by the Virginia Welcome Centers.

Arts and Vitality & Old Town

- Designed signage for Old Town Winchester (OTW) businesses and public areas in conjunction with new public health regulations.
- Continued working on OTW business/strategies to assist OTW businesses.
- Continued ongoing social media management and updates.

Public Services

- Provided bid documents to Purchasing for final review and advertisement of three projects:
 - Hope Drive Extension
 - Valley Avenue Drainage and Sidewalks
 - Second Receiving Station at the Opequon Water Reclamation Facility
- Completed field review for the design of the new traffic signal at the intersection of Adams Drive/Legge Blvd.
- Continued with testing the utility billing software platform in the cloud.
- Enforcement of parking meters will begin on June 1.
- Canceled Virtual Town Hall on Wednesday, May 27 due to unexpected technical difficulties beyond the City's control. Will release video soon explaining the 11 improvement concepts.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	44	4,727
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	4,930	138,367

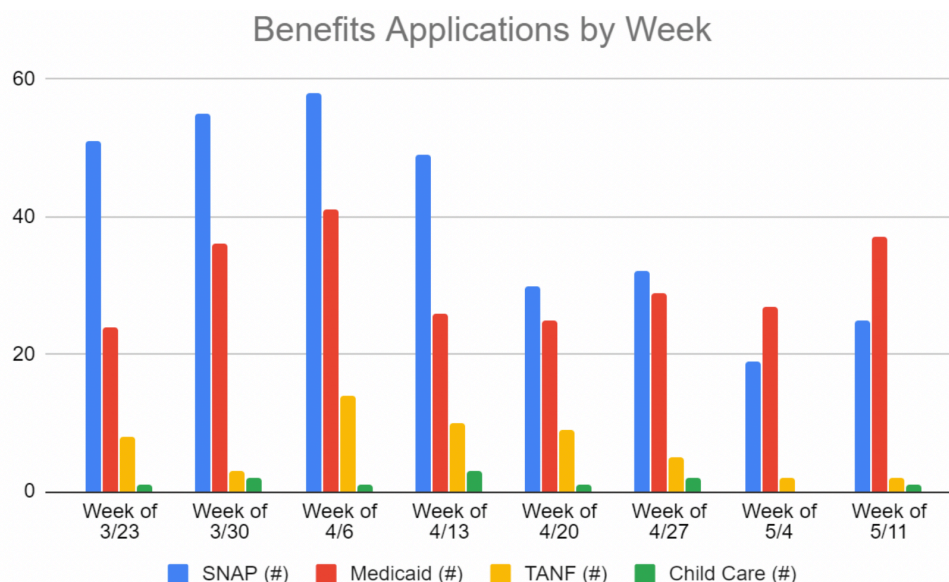
Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	2	54	#
	Mowing	20.97	121.71	Acres
	Miles of streets swept	37.20	1,151.19	Miles
	Tons of leaves hauled	0	58.50	Tons

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	0	108	#
	Trees trimmed	2	529	#
	Stumps removed	0	143	#
Traffic	Street signs Installed/replaced	3	260	#
	Pavement markings repainted (City)	8	561	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	140.13	2,761.43	Tons
	Recycling collected	58.08	840.866	Tons
	Large item pickups	0	47	#
Transit	Total passengers	1,186	35,753	#
	Revenue miles pick up/drop off	1,900	58,954	Miles
	Revenue hours pick up/drop off	194.72	5,650.71	Hours
Utility billing	Payments processed	913	29,328	#
	New bills mailed out	0	28,186	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	4.19	5.46	Million gallons/
	Peak daily water demand	6.05	6.53	day
Wastewater treatment plant	Average daily flow treated	6.57	7.45	Million gallons/
	Peak daily flow treated	7.44	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	1	8	#
	Water meters read	1,289	31,840	#
	Fire hydrants flushed	61	116	#
	Sewer mains cleaned	9,399	55,627	Linear feet
	After-hours call outs	2	63	#
Engineering	Site plans reviewed	1	59	#
	Floodplain permits issued	1	22	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	9	216	#
	Land disturbance permits issued	1	6	#
	Stormwater facility inspections	56	62	#
	Erosion and sediment control inspections	31	551	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	21	384	#
	Special events assistance	0	4	#
	Maintenance of pedestrian mall	32	531	Staff hours
Equipment maintenance	Total repairs completed	55	918	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	3	108	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	7	#
	New monthly rentals	1	63	#
	Monthly rental cancellations	8	105	#
	Total monthly leases in all autoparks	-7	1,100	#
	Available monthly spaces in all autoparks	+7	321	#
	Hourly parkers (all four garages)	566	31,241	#
	Park-Mobile transactions	120	9,840	#
	Meter violations	6	2,332	#

Social Services

- Received 71 Benefit Program applications: 30 SNAP, 32 Medicaid, 8 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 1,618 Medicaid, 4,095 SNAP, 69 TANF, 16 Auxiliary Grant, 40 individuals receive VIEW services, 55 families/96 children receive Child Care Subsidy Assistance, 322 Home Energy Assistance Program.
- SNAP Online Shopping (5/26/2020) - As of Friday, May 29, Virginians who receive SNAP benefits will be able to pay for their groceries online and have them delivered, as the USDA has approved Virginia to participate in an innovative online purchasing pilot program. [Click for more information.](#)
- Began preparations for the City's FY2020 audit by scanning in documents required for review by the City's auditors. The audit will be conducted electronically due to the pandemic.
- Participated in weekly Benefit program COVID update webinar from VDSS.



Weekly Activity	#
Clients walk-ins/drop-offs	0/15
Child Protective Service (CPS) referrals/case management load	5/50
CPS family assessments & investigations of alleged maltreatment	45
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	55/6/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	3/13/89
Family Services Protection intakes/case management load	5/5
Adult Protective Service referrals	1
Adult Protective Service investigations/intakes	10/2
Adult services case management load	6
Adult guardianships/cases	2/81
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	3

Support Services

Innovation & Information Services

- Prepared data for end-of-year IT audit.
- Assisted with multiple WebEx meetings.
- Met with Commissioner of Revenue and Treasurer to review priorities for all open tickets and projects for the two offices.
- Worked on changes to year end Payroll Accrual report to handle new PTO and Medical leave.
- Created Emergency Service boundaries for EMS, Fire, and Law response areas for NG911.
- Continued developing Emergency Management weather dashboard.

Help Desk Requests	Count	Closed
Account Management	8	7
Applications	7	12
GIS	3	3
Hardware	4	8
Infrastructure	2	4
No Action Required	9	14
Not Assigned	4	1
Total	37	51

Parks & Recreation

- Released the latest [Triple Q](#) sports trivia quiz that focuses on Soccer.
- Preparing to open all-day summer camp on June 8. Registration will be held June 1-3 only. [More Info](#)
- Preparing to open the outdoor pool for lap swim and swim teams only on June 1, 2020. [Schedule](#)

Communications

- Distributed the May 27 *CitE-News* issue. [View](#)
- Distributed another COVID-19 *ActivitE-News* update (Parks) - [View](#)
- Handled 2 media requests for City information and staff interviews; 8 inquiries for WPD.
- Edited and posted the Park's [Soccer Triple Q](#) video.
- Wrote, produced and released the latest Rouss Review podcast episode featuring the City's Building Official Dave Parker.
- Produced a narrated presentation of the VDOT South Pleasant Valley Road STARS project for public consumption before the issue is brought back to Council in June.
- Assisted Parks and Recreation with a Movies at the Taylor poster design.
- Promoted programs/facilities opening at the Park.
- Promoted [S. Pleasant Valley Road Virtual Town Hall](#) scheduled on May 27 but it was canceled due to technical difficulties.
- Continued website and TV channel 6 updates.
- Worked with staff on reopening plan for Phase II implementation.
- Promoted meter parking enforcement beginning June 1.

Date	City Press Releases/Related Press Releases
5/26	Jim Barnett Park to have a 2020 modified opening - read
5/29	Winchester Parks to open all-day summer childcare program - read

311 Requests Received	#
FOIA	3
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	1
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	-
Total/YTD	5/216

Date	Articles in <i>The Winchester Star</i>
5/23	GOP announces City Council candidates
5/27	City to resume parking meter enforcement
	City's outdoor pool reopening for limited use

Date	Articles in <i>The Winchester Star</i>
5/28	Proposed hookah bar could face additional roadblocks
	Winchester School Board hears sobering report about Handley
	Council moving forward with \$37M bond issuance
	Open Forum: City, county should reexamine consolidation
5/29	Glitch scuttles Winchester road improvement virtual town hall